

# How to Report

**Donna Cavaliere** - Air Quality Division

Mecklenburg County Land Use and Environmental Services Agency

MECKLENBURG COUNTY

*AIR QUALITY*

# Emissions Reporting

Facility-wide annual emission report due by April 30 each year.

- Submittal Options
- Introducing GovOnline
- Annual Emission Form

# Information

- <https://www.mecknc.gov/LUESA/AirQuality/PermittingRegulations/Pages/Annual-Air-Emissions.aspx>

**MECKNC.GOV**

GOVERNMENT | RESIDENTS | BUSINESSES | VISITORS

English

Mecklenburg County, NC > LUESA > Air Quality > Permitting Regulations > Annual Air Emissions

**Air Quality**

- > Air Quality Home
- > Air Quality Commission
- > Community Information
- > Contact Us
- > e-Pay Air Quality Fees
- > Facility Database
- > Motor Vehicles
- > Public Comment Opportunities

**Address**

**Mailing Address:**  
Air Quality  
2145 Suttle Avenue  
Charlotte,  
NC 28208

**Office Location:**  
  
2145 Suttle Avenue  
Charlotte,  
NC 28208


[MAP](#)

Hours: Mon-Fri 8 a.m - 5 p.m.

**Contact**  
**Megan Green**  
704-336-5430  
[Send an Email](#)


## Annual Emissions Reporting

Previous Calendar Year Emission Reports are due no later than April 30<sup>th</sup>.


The  [report](#) must include all supporting documentation, including emission rate, product usage, operating hours, and all relevant information for emission calculations.

Need help reporting emissions or using our spreadsheets?

[Refer to the MCAQ Emissions Workbook](#)

 [Watch the NEW Annual Emissions Reporting Informational Video](#)

[Find Emission Calculation Spreadsheets](#)



### Emission Report Submittal Options

#### Hard Copy Submittal

Submit a hard copy of the emissions report by mailing to the address below. The report must contain a signature from a responsible company representative and all supporting documentation.

Mecklenburg County Air Quality  
2145 Suttle Avenue  
Charlotte, NC 28208

*If you are classified as a Title V or Synthetic Minor facility, you must submit a hard copy.*

#### Electronic Submittal

*Option only available for minor facilities classified as C, B, or SB, **NOT** Title V or SM.*

Give us feedback

# Submittal Options

**True Minor** Facilities (classifications **C, B, or SB**) have 3 ways to report:

1. Hard copy mailed to MCAQ

2. Can submit via email:

- Submit the report to email address: [AnnualAirEmissions@MecklenburgCountyNC.gov](mailto:AnnualAirEmissions@MecklenburgCountyNC.gov)
- Email should include:
  - Attached PDF copy of your report with emissions and signature (remember, supporting documentation is required so we can verify the calculations)
  - Facility Name
  - Facility Address
  - Current Permit No.
  - Any additional information which may aid MCAQ's review of the data – Can attach excel spreadsheets.

3. Use GovOnline

# Submittal Options continued

**Synthetic Minor (SM)** and **Title V** facilities have 2 ways to report:

1. Hard copy mailed to MCAQ
2. Use GovOnline (CROMERR approved electronic submittal option)
  - EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. It ensures the enforceability of regulatory information collected electronically by EPA and State/Local government partners.
  - Good News – MCAQ's new GovOnline program meets the CROMERR requirements. More information to come about GovOnline.
- Note that we will accept an email ahead of the April 30 deadline, but we will need a hard copy or GovOnline submittal soon after. Can send spreadsheets or other information via email in addition to hard copy.

- Annual Emission Report form – each year MCAQ attaches this form to your invoice:

- Signature/Certification page – we need responsible official signature
- Emission Summary page – Summary of emissions by Emission Source and Pollutant

## Calendar Year 201\_ Annual Emission Report

Facility Name: \_\_\_\_\_ Current Permit Number: \_\_\_\_\_

- A facility-wide annual emissions report is due for each Mecklenburg County facility that has a currently active permit with Mecklenburg County Air Quality. **This report is due by April 30 for the previous calendar year.**
- The report shall include all supporting documentation, including emission rate, product usage, operating hours, and all relevant information for emission calculations.
- Use the summary table on the following page to summarize emissions from each emission source or insignificant activity for which you are required to report. You may also create your own summary page for the annual emissions from your facility instead of using MCAQ's annual emission summary table.

What do I need to report?	Where do I find what information I need to report?
1. Emissions emanating from all emission sources listed in the facility's current air quality permit	In your facility's air permit, look at the last permit condition. It will contain the reporting requirements for all emission sources at your facility.
2. Emissions emanating from any insignificant activities that have reporting requirements	In Appendix B, look at the recordkeeping/reporting column in the insignificant activities table. If there are reporting requirements for any insignificant activities at your facility, they will be specified here.

The undersigned certifies that all information and statements provided on this annual emission report, based on information and belief formed after reasonable inquiry, are true, accurate, and complete.

Signature of Responsible Company Representative	Printed Name	Date
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Return the completed form to:  
 Mecklenburg County Air Quality  
 2145 Suttle Avenue  
 Charlotte, NC 28208-5237  
 (704) 336-5430  
 Fax (704) 336-4391

MCAQ Annual Emission Reporting Form

Pg. 1  
Rev. 12/15

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# Reporting Review

- Hard copies are always accepted
- True Minor facilities – can submit via email, or GovOnline
- Title V and SM facilities – must send hard copy, or GovOnline
- Signature of Responsible Company Representative
- Annual Emissions (by emission source and total facility-wide)
- Supporting documentation including:
  - Emission rates
  - Product usage
  - Operating hours
  - Other relevant information for emission calculations

# Questions?

[Donna.Cavaliere@MecklenburgCountyNC.gov](mailto:Donna.Cavaliere@MecklenburgCountyNC.gov)

980-314-3356

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